

ADMINISTRATIVE INTERNAL USE ONLY

DDA 75-2251

15 MAY 1975

MEMORANDUM FOR: CIA Management Committee
SUBJECT : DDA Clerical Career Service
REFERENCE : MCA-97 and MCA-97/A

1. In response to the Management Committee meeting of 11 September 1974, following is a status report of the career management of clericals within the Directorate of Administration.

2. As recommended by the Personnel Approaches Study Group and endorsed by the Management Committee, the Director approved the establishment of one career service for the Directorate of Administration and charged the DDA with the responsibility for the career management of all Directorate personnel. The DDA further assigned to the Head of each DDA Career Sub-Group (formerly designated as individual career services), the responsibility for the career and personnel management of all personnel assigned to the Career Sub-Group. This includes professional, technical, and clerical personnel

Publications of the DDA Personnel Management Handbook in April 1975 set forth to all DDA employees the personnel management policy of the Directorate and outlined the basic constraints imposed upon the Heads of the DDA Sub-Groups to be utilized in the formulation of their individual career management systems. Because of the uniqueness of the individual offices, the Handbook provides a degree of uniformity among the Groups while at the same time provides them with necessary management flexibility in the development of their personnel management structures. For consistent and standard administration of all employees, the decision was made to group the clericals with the professionals in the new Handbook so the same guidelines are presently used for both groups. This

ADMINISTRATIVE INTERNAL USE ONLY

structuring may change as the systems evolve and experience demands revision. Procedures, criteria, and panel membership in each Sub-Group will be published and available to each employee within the Sub-Group to provide him with a clearer understanding of the personnel program of the Directorate.

3. At the Directorate level, I have appointed a full-time Clerical Career Service Coordinator from the secretarial ranks to work with and assist each of the Career Sub-Groups in the development of their individual clerical panels and the criteria to be used in their clerical management systems within the framework of the Personnel Management Handbook. Once the individual systems are in operation (hopefully in one to five months), the Clerical Career Service Coordinator will continue to monitor and examine the systems and make recommendations for the changes with the ultimate goal of establishing as uniform Directorate-wide system as possible.

To further assist the DDA, the Senior Personnel Resources Board, consisting of the ABDA, Directorate Office Directors, and Directorate Career Management Officer is also available to advise the DDA on the career management policies and practices of the Directorate. Specifics of the individual Career Sub-Group management systems will be submitted for review to the SPRB and to the DDA for final approval.

/s/John F. Blake

John F. Blake
Deputy Director
for
Administration

CMO/DDA [REDACTED] ckn (13 May 1975)
Distribution:

- Orig & 1 - Addressee
- 1 - D/Pers
- 1 - DDA Subj
- 1 - DDA Chrono
- 1 - JFB Chrono
- 1 - CMO/DDA
- 1 - [REDACTED]